

To the Party Addressed:

Emergency Action Plans (EAP) are an integral and important part of the Federal Energy Regulatory Commission's dam safety program. An EAP has two important phases in its development. First, an owner of a dam develops a well-conceived plan that will enable its employees to properly react to emergency situations. We believe that dam owners have successfully completed the first phase of EAP development. Secondly, to ensure successful implementation of an EAP, it is crucial that other parties have a good understanding of their role, particularly agencies that have responsibilities for evacuation of downstream inhabitants.

The Commission's EAP Guidelines require you to annually test the state of training and readiness of your key personnel responsible for actions during an emergency. This type of testing procedure is very important, but it has limitations because there is no active participation by State and local emergency preparedness agencies. While a full-scale test of a simulated emergency may be the ideal approach to evaluate every participant's knowledge and understanding of an EAP, there are practical considerations that indicate that full-scale tests may not be feasible in all cases. However, because more in-depth testing of an EAP is essential for all parties and the EAP Guidelines contemplate more comprehensive tests, we believe that periodically a more comprehensive test with agency participation is necessary.

You have been selected to conduct a comprehensive test of the EAP for your project in 2006. Instead of a full scale test, you are requested to conduct a test known as a Functional Exercise. This type exercise involves gathering representatives in a meeting format and having them "act out" their responsibilities and actions for a simulated emergency in a stressful environment with time constraints. The purpose of the exercise is to test the EAP, including the notification plan, ensure the local agencies understand the information available in the EAP, including the inundation maps, observe the actions the agencies will take once they receive notification that a dam has failed, evaluate the exercise, and discuss possible changes to the EAP to improve its effectiveness.

To conduct the Functional Exercise, it will be necessary to coordinate with the appropriate emergency preparedness agencies to develop and schedule the test, conduct the exercise and engage in critique and follow-up discussions regarding the exercise. The exercise should test both the internal and external actions in response to the EAP. To obtain responses from the participants in the test, the licensee will need to develop a list of questions (messages) that would elicit a response that shows the level of understanding of their respective roles in an actual emergency.

We have developed an "EAP Exercise Design Course" to discuss exercise requirements and the design process. The course covers the FERC requirements of a comprehensive EAP exercise, including the functional exercise. It addresses the how, what and why of exercises, and the steps required to develop, conduct, evaluate, and follow-up an effective exercise. We will present the 2 day EAP Exercise Design Course twice during the calendar year 2005. The first course will be held in Arlington, VA on April 26 - 27, 2005. The second course will be held in Portland, Oregon on May 24 - 25, 2005. A special training opportunity will also be offered by FERC on the day following the EAP Course. The FERC, USBR, USACE, ASDSO, and Foos & Associates, LLC recently developed a new security and vulnerability assessment methodology, Dam Assessment Matrix for Security and Vulnerability Risk (DAMSVR). An overview of this new method will be given from 8:00 to noon on April 28th and May 26 at the same location as the EAP Exercise class. Organizations participating in the EAP Exercise Design class will be given first priority to attend this DAMSVR overview session. Class size will be limited to approximately 40 participants.

Due to meeting room size limitations the classes will be filled on a "first come first served" basis. We recommend you register early. Hotel registration will close 30 days prior to the scheduled date of the course.

Prior to making hotel reservations, please visit the www.ferc.gov "Calendar of Events" to register for the course. There you will find detailed hotel information, including course dates, room costs, group rate cut-off date, and telephone numbers. A copy of the course agenda is also included. As you will see, you should plan on staying for two full days of training when making your reservations. Complete details are also included in this letter for your use.

In addition to the course, you should consider attending one or more of the functional exercises held by other licensees as they provide practical training on how the exercise is conducted. A schedule of upcoming exercises will be provided at the course. We strongly suggest that you or your staff avail yourselves of these opportunities.

Within ninety days after the date of the course you should provide an estimated date for conducting your Functional Exercise to this office. The exercise should be scheduled prior to September 30, 2006.

If you have any questions or need additional information about Functional Exercises, you may call _____ of my staff at _____.

Sincerely,

Regional Engineer

Enclosures

HOTEL INFORMATION FOR FERC EAP EXERCISE DESIGN COURSE

ARLINGTON, VA

DATE	:	April 26-28, 2005
TIME	:	8:00 am to 5:00 pm - day 1 and 2
	:	8:00 am to 12:00 pm - day 3
LOCATION	:	Arlington, Virginia
HOTEL	:	Holiday Inn, National Airport
ADDRESS		2650 Jefferson Davis Highway Arlington, Virginia 22202
PHONE	:	703-684-7200 or 1-800-HOLIDAY
GROUP RATE	:	\$153.00 per night + 10.25% tax <i>NOTE: MENTION FERC COURSE</i>
RATE CUT OFF DATE	:	March 27, 2005
TRANSPORTATION	:	Complimentary Shuttle from Airport, The Pentagon, and local shopping centers and Restaurants

HOTEL INFORMATION FOR FERC EAP EXERCISE DESIGN COURSE

PORTLAND, OREGON

DATE	:	May 24-26, 2005
TIME	:	8:00 am to 5:00 pm - day 1 and 2
	:	8:00 am to 12:00 pm - day 3
LOCATION	:	Portland, Oregon
HOTEL	:	Embassy Suites, Downtown 319 SW Pine Street Portland, OR 97204-2725
PHONE	:	503-279-9000 or 1-800-643-7892
GROUP RATE	:	\$119.00 per night + 12.5% tax <i>NOTE: MENTION FERC COURSE</i>
RATE CUT OFF DATE	:	April 25, 2005
TRANSPORTATION	:	Public Transportation (MAX) from Airport to the 1 st Street and Oak Street stop (2 blocks from hotel) - \$1.65 Blue Star Shuttle - \$13.00 (http://www.bluestarbus.com/modules.php?name=Airporters)

AGENDA

EMERGENCY ACTION PLAN EXERCISE DESIGN COURSE

Day One

TAB

REGISTRATION

8:00 - 8:15 REGISTRATION

INTRODUCTION

1 8:15 - 8:45 INTRODUCTIONS AND COURSE OVERVIEW

2 8:45 - 9:05 REVIEW OF FERC EAP PROGRAM

9:05 - 9:15 TADS VIDEO

EAP EXERCISE PROGRAM - OVERVIEW AND REQUIREMENTS

3 9:15 - 10:45 FERC EAP EXERCISE PROGRAM - 5 TYPES OF EXERCISE

4 ORIENTATION SEMINAR

5 DRILL

(9:45 - 10:00) BREAK

6 TABLETOP EXERCISE

7 FUNCTIONAL EXERCISE

8 FULL SCALE EXERCISE

9 10:45 - 11:00 COMPREHENSIVE EAP EXERCISE

10 11:00 - 11:10 FERC REQUIREMENTS

11 11:10 - 11:20 LICENSEE RESPONSIBILITIES

12 11:20 - 11:30 COORDINATION

AGENDA

EMERGENCY ACTION PLAN EXERCISE DESIGN COURSE

DAY ONE (CONTINUED)

TAB

11:30 - 12:00 EAPs IN SPAIN

12:00-1:00 LUNCH

TABLETOP EXERCISE: MOCK DAM

13 1:00 - 2:15 ASSIGNMENT OF ROLES, ORIENTATION AND
TABLETOP EXERCISE

EXERCISE PROCESS - DETAILS FROM CONCEPTION TO COMPLETION

14 2:15 - 2:30 EXERCISE CONSIDERATIONS

15 2:30 - 2:35 12-STEP EXERCISE DESIGN PROCESS-OVERVIEW

16 2:35 - 3:00 EXERCISE PROCESS: GROUNDWORK

STEP 1: REVIEW EAP
STEP 2: ASSESS NEEDS
STEP 3: DEFINE SCOPE AND PURPOSE

3:00 - 3:15 BREAK

17 3:15 - 3:45 LICENSEE PERSPECTIVE - PART I - GROUNDWORK

18 3:45 - 4:45 EXERCISE PROCESS: DEVELOPMENT
STEP 4: DEVELOP OBJECTIVES
STEP 5: DEVELOP NARRATIVE

4:45 - 5:00 QUESTIONS

AGENDA

EMERGENCY ACTION PLAN EXERCISE DESIGN COURSE

DAY TWO

TAB

8:15 - 8:45 REVIEW AND QUESTIONS

EXERCISE PROCESS CONTINUED

18 8:45 - 9:00 EXERCISE PROCESS: DEVELOPMENT (CONTINUED)

STEP 6: DEVELOP MSEL
STEP 7: DEVELOP MESSAGES

19 9:00 - 9:45 LICENSEE PERSPECTIVE - PART II - DEVELOPMENT

9:45 - 10:00 BREAK

20 10:00 - 10:15 EXERCISE PROCESS: CONDUCT EXERCISE
STEP 8: CONDUCT EXERCISE

21 10:15 - 10:30 EXERCISE PROCESS: FOLLOW-UP
STEP 9: EVALUATE
STEP 10: FOLLOW-UP ON SHORT FALLS
STEP 11: REVISE PLANS, IF NECESSARY
STEP 12: REPEAT STEPS 1-12

22 10:30 - 11:00 LICENSEE PERSPECTIVE - PART III - CONDUCT AND
FOLLOW-UP

23 11:00 - 11:05 EXERCISE PROCESS: SUMMARY

FERC EXPERIENCE

24 11:05 - 11:20 LESSONS LEARNED FROM PREVIOUS EXERCISES

25 11:20 - 11:30 SOURCES OF INFORMATION

11:30 - 1:00 LUNCH

AGENDA

EMERGENCY ACTION PLAN
EXERCISE DESIGN COURSE

DAY TWO (CONTINUED)

TAB

FUNCTIONAL EXERCISE: MOCK DAM

26	1:00 - 1:30	SUMMARY AND PANEL DISCUSSION
27	1:30 - 2:00	EXERCISE OVERVIEW, ORGANIZATION AND INSTRUCTIONS
	1:00 - 2:15	EXERCISE ACTIVITY
	2:15 - 3:00	EXERCISE EVALUATION AND ORAL CRITIQUE
	3:15 - 3:30	BREAK
27	3:30 - 4:30	EXERCISE EVALUATION AND ORAL CRITIQUE
	4:30 - 4:45	QUESTIONS
28	4:45 - 5:00	COURSE EVALUATIONS
		APPENDIX
29		A: PAPER ON THE COMPREHENSIVE EAP EXERCISE
30		B: CHAPTER VI OF FERC ENGINEERING GUIDELINES